**Vocabulary:**

**Active Window** – The window that is currently in use

**Application File –** A file that is part of an application program, such as a word-processing program, a graphics program, and so on

**Computer –**Electronic device that receives, processes, and stores data and produces a result

**Data File –**A file you create when working with an application program

**Directory –**A container for files and other directories

**File Properties –**Definitions of the Characteristics and behavior of a database field

**Gadgets –**Small programs such as a clock or calendar

**Hidden File –**A file like any other except it is not displayed in a folder window

**Icon –**Graphic images or symbols that represent applications (programs), files, disk drives, documents, embedded objects, or linked objects

**Quick Launch Toolbar –**A toolbar on the Windows taskbar that starts a program with one mouse click

**Recycle Bin –**A holding area for files and folders before their final deletion form a storage device

**Shortcut –**A pointer to an application or document file; double-clicking the shortcut icon opens the actual item to which the shortcut is pointing

**Sidebar –**A Windows Vista panel that contains gadgets

**System File –**An essential file necessary for running Windows or another operating system